



Application for New Corporation, Partnership or Limited Liability Company Community Association Manager License

Section 1: Instructions

- A.** This form is to be used only for a corporation, partnership or limited liability company that does not currently have a license. If applying as the new designated manager for an existing company, please use the "Change in Corporation, Partnership or LLC" license application.
- B.** Please complete all portions of this form. If transferring several licensees over to the new entity, please list those licensees on the last page of this form.
- C.** Every business entity license must have in effect a policy of errors and omissions (E&O) insurance and a crime fidelity policy.
- D.** All applications must be accompanied by Certificates of Good Standing. If requesting a trade name, a Statement of Trade Name certificate must also be included. You may obtain these certificates from the [Colorado Secretary of State's website](http://dora.colorado.gov/dre).

Section 2: Entity Information

Type of Entity (choose one):

_____ **Corporation** _____ **Limited Liability Company** _____ **Partnership (all types)**

Company Name (True Name): _____

Trade Name (if any): _____

Business Address: _____

City, State, Zip: _____ Phone: _____

P.O. Box for Mailing Purposes: _____

City, State, Zip: _____ Email: _____

Note: A P.O. Box is not acceptable in lieu of a physical address. **You must list a physical address.**

Section 3: Designated Manager Information

(First Name) (MI) (Last Name) (License Number)

(Residence Address) (City) (State) (Zip)

(Home Phone) (Cell Phone) (Email) (Last 4 Digits of SSN)

Section 4: Errors and Omissions Insurance & Crime Fidelity Policy Information

Every active community association manager's entity license shall have in effect a policy of errors and omissions (E&O) insurance and a crime fidelity bond to cover all acts requiring a license. These policies must meet with the requirements listed in Rule D-9 and D-10. Please **initial** the appropriate selection below (or enter "N/A" if the selection does not apply):

_____	_____	_____	_____
(E&O Insurance Company)	(E&O Policy Number)	(Effective Date)	(Expiration Date)

☐ Crime Fidelity Coverage in Effect

I hereby certify that the coverage listed in this section complies with the requirements listed in CAM Rule D-9 and D-10.

_____	_____	_____
(Print Name)	(Signature)	(Date)

Section 5: Ownership

Print or type the names of all natural persons having 20% or more ownership interest in this business entity:

_____	_____	_____	_____
(Name)	(% Ownership)	(Name)	(% Ownership)
_____	_____	_____	_____
(Name)	(% Ownership)	(Name)	(% Ownership)
_____	_____		
(Name)	(% Ownership)		

Section 6: Attestations

I hereby certify that:

- I am in compliance with the continuing education requirements listed in CAM Rules, Section B.
- The entity referenced in this application has been properly registered with the Colorado Secretary of State, and all appropriate certification has been included with this application.
- I am in compliance with the E&O and Crime Fidelity policy requirements listed in CAM Rules D-9 and D-10
- I have been duly designated as the designated manager for the entity listed in this application.
- I am lawfully present in the United States of America, and I declare under penalty of perjury in the second degree pursuant to 18-8-503, and that the statements made in this application are true and complete to the best of my knowledge.

_____	_____	_____
(Print Name of Designated Manager)	(Signature of Designated Manager)	(Date)

Submit this form, along with check or money order made out to "DORA" for the appropriate fee amount to the address listed at the top of page one of this application.

Section 7: Licensees Transferring to This Company (optional)

Please Note:

- Do not include designated manager on this list. The designated manager is included with initial application fee.
- You must include an additional fee for each licensee listed below.
- Each individual listed below is in compliance with the E&O and Crime Fidelity policy requirements listed in community association manager licensing rules D-9 and D-10.
- By signing below, each individual declares under penalty of perjury that s/he has complied with continuing education requirements pursuant to community association manager licensing B Rules.

_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)
_____ (Print Licensee Name)	_____ (License Number)	_____ (Licensee Signature)

I, the designated manager applicant listed on page one of this application, hereby request that the persons listed above be transferred to employment under my company license. I have informed the licensees of the written policy describing the duties and responsibilities of licensees and I will properly supervise these employees during the period of time of employment with me pursuant to CAM Rule F-8.

(Print Name of Designated Manager)

(Signature of Designated Manager)

(Date)